

NORTH LITTLE ROCK WASTEWATER TREATMENT COMMITTEE

MINUTES OF A MEETING HELD TUESDAY, SEPTEMBER 8, 2020

A meeting of the North Little Rock Wastewater Treatment Committee was held on Tuesday, September 8, 2020 at the administrative offices located at the Faulkner Lake Treatment Plant.

The meeting was called to order by Chairman Matthews at approximately 12:20 p.m. The roll was called and all members were present. Those in attendance at the meeting were Mr. K.W. Matthews, Mr. Sylvester Smith, Mr. Ed Nelson, Ms. Karen Bryant and Mr. Gabe Stephens. Also in attendance were Mr. Marc Wilkins, Director, Mr. Michael Clayton, Assistant Director, Mr. Scott Hilburn with Hilburn, Calhoun, Harper, Pruniski & Calhoun, Ltd. and Dawn Harmon.

First, the Committee reviewed the minutes of its August 11, 2020 meeting. There being no questions or comments, a motion was made by Mr. Smith, seconded by Mr. Nelson, to approve the minutes of its August 11, 2020 meeting. The motion carried unanimously.

Next, the Committee reviewed the cash disbursements for the month of August 2020. There being no questions or comments, a motion was made by Mr. Stephens, seconded by Mr. Nelson, to approve the cash disbursements for August 2020 reflecting total cash disbursements of \$2,121,147.55 and fund transfers between accounts of \$2,150,886.67. The motion carried unanimously.

The Committee then reviewed the Financial Statement for August 2020. It was noted that at this time of the year, the Utility is right on budget. After further discussion, a motion was made by Mr. Nelson, seconded by Mr. Smith, to approve the Financial Statement for August 2020. The motion carried unanimously.

Mr. Wilkins then informed the Committee that the design phase of the solar project has progressed to a point that the staff is ready to issue a Notice to Proceed upon receipt of the following: stamped civil drawings and a written confirmation that there will not be additional costs for clearing and an all-weather access to the electrical equipment panels. A motion was made by Mr. Smith, seconded by Mr. Stephens, to authorize the staff to issue a Notice to Proceed for the Five Mile Creek WRF Solar Project contingent upon receipt of design documents and cost information acceptable to the staff. The motion carried unanimously.

Mr. Wilkins then advised the Committee that the Utility has received a proposal from Mr. Dan Jackson, Vice President of Wildan Financial Services in Plano, Texas, for a wastewater rate study and long term financial plan. Mr. Jackson conducted the rate studies for the Utility in 1994, 1999, 2003, 2006, 2011 and 2015. A copy of the engagement letter and proposal was attached to the Agenda for review by the Committee. The proposal is based on professional fees and expenses in the amount of \$29,000.00. The total cost for the 2015 study was \$24,000.00. This item was not included in the 2020 budget and will be paid for from general revenues. After an in depth discussion, the Committee agreed that at this time, the Utility was not ready to implement another rate increase. Therefore, a motion was made by Mr. Smith, seconded by Mr. Stephens, to authorize the staff to enter into a contract with Wildan Financial Services for a Long-term Financial Analysis study at a price not to exceed \$29,000.00. The motion carried unanimously.

Mr. Wilkins then advised the Committee that the 2019 Arkansas River flood event caused a collapse in a 24-inch pipeline in the Palm Street Industrial Park immediately upstream from the 48-inch Dark Hollow Interceptor. Diamond Construction Co., Inc. was contracted to replace approximately 100 LF of the 24-inch pipeline, and the cost was partially reimbursed with a 75% FEMA grant. Staff now recommends conducting a Multi-Sensory Inspection of the 48-inch Dark Hollow Interceptor (4,666 LF) to evaluate its condition and the build-up of sediment. The multi-sensory assessment will provide HDCCTV above the flow line, laser profile to indicate the degradation of the pipe above the flow line, and sonar inspection to measure the volume of debris or sediment in the interceptor. This information is critical for accurate quantification of debris removal of sand/silt as part of a future contract to conduct heavy cleaning or installation of Cured In-Place Pipe. There is \$75,000.00 in the 2020 budget, and estimated cost for this project is \$45,000.00. Engineering services will be provided using in-house resources. Therefore, a motion was made by Ms. Bryant, seconded by Mr. Nelson, to authorize the staff to advertise for bids for the Dark Hollow Interceptor Assessment, Phase II Project for the 48" Interceptor. The motion carried unanimously.

A motion was then made by Mr. Smith, seconded by Mr. Nelson, to go into Executive Session. The motion carried unanimously.

After Executive Session, the meeting was reconvened by Chairman Matthews. Pursuant to discussions held in Executive Session, a motion was made by Mr. Smith, seconded by Mr. Stephens, to immediately promote Michael Clayton to Director Designate with an annual salary of \$140,912.62 and upon the retirement

of the present Director, Mr. Clayton's salary will be adjusted to \$160,000.00. The motion carried unanimously.

There being no further action to come before the Committee, a motion was made by Mr. Nelson to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at approximately 1:27 p.m.

APPROVED AS TO FORM:



K. W. MATTHEWS, CHAIRMAN

RESPECTFULLY SUBMITTED,

SYLVESTER SMITH,
VICE-CHAIRMAN/SECRETARY

